

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

HEADQUARTER ACCOUNTING  
P.O. Box 187019  
Sacramento, CA 95818



Employee Name	CATE, MATTHEW
Expense Dates	07/17/09-08/19/09
Total Expense Amount	538.07
Amount Due Employee	51.27
Form ID	TEA000498895

I have reviewed the following documents.

Approved  
by:

## Travel & Expense Account Summary

Employee Name                      MATTHEW CATE  
Expense Dates                      07/17/09-08/19/09  
Report Name                        4100 CIM/RJD/CIM July and August 09

Request Total \$     538.07  
Direct Charge Total -     486.80  
Travel Advances -     0.00  
Net Due Employee =     51.27

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	CIM Gov	153.60
Non-Travel Expenses	CIM Riot	36.27
Regular Travel	RJD	348.20

NOTE: (d)=Direct Charge

DATE	Fri Jul 17									TOTAL
Parking, Auto	9.00									9.00
Breakfast	6.00									6.00
Commercial Air Fare (d)	333.20									333.20
<b>TOTALS \$</b>	<b>348.20</b>									<b>348.20</b>

DATE	Sun Aug 9									TOTAL
Mileage, Personal Auto	27.27									27.27
Parking, Auto	9.00									9.00
<b>TOTALS \$</b>	<b>36.27</b>									<b>36.27</b>

DATE	Wed Aug 19									TOTAL
Commercial Air Fare (d)	153.60									153.60
<b>TOTALS \$</b>	<b>153.60</b>									<b>153.60</b>

<p><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	RJD	07/17/09	Parking, Auto	9.00	Cash
Regular Travel	RJD	07/17/09	Breakfast	6.00	Cash
Regular Travel	RJD	07/17/09	Commercial Air Fare	333.20	Direct Charge
Non-Travel Expenses	CIM Riot	08/09/09	Mileage, Personal Auto	27.27	Cash
Non-Travel Expenses	CIM Riot	08/09/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	CIM Gov	08/19/09	Commercial Air Fare	153.60	Direct Charge